

Sanitized - Approved For Release: CIA-RDP79-01096A0001

Security InformationOFFICE OF RESEARCH AND REPORTSStaff Meeting Notes

(Meeting held 10 December 1952, 2125 "M" Building)

SubjectDiscussionActionTime Studies

25X1A9a [REDACTED] O&M examiner, explained a proposed procedure for implementing the AD/RR's decision that time studies are to be made in ORR. It is felt that the ORR economic divisions should undertake an accounting of how analysts use their time. Such studies would have many uses and would be extremely valuable when preparing research programs, allocating workloads, or justifying budget requests. ORR is the first office under DD/I to initiate time studies.

Economic division chiefs to study proposal, discuss it further with [REDACTED]

and make comments to St/A. 25X1A9a

Areas of Interest

25X1A9a [REDACTED] pointed out that the very broad range of interests of most RR units shown in the current instructions to the Reading Panel were inconsistent with concentrated responsibility on the Soviet Bloc. [REDACTED] stated that Mr. Amory had indicated he would give priority attention to this matter when he returned to the office, and suggested that division chiefs be ready to submit revisions of their lists by 1 January 1953.

Division chiefs to be ready to submit revisions of the Areas of Interests lists by 1 January 1953.

Shuttle Service and Promptness

25X1A9a [REDACTED] stated: that ORR has been advised by ODD/A that the Agency bus shuttle system is being utilized for individual transportation to and from work, which practice is forbidden by law and must be stopped; and that even though the wording of the DDA memorandum indicated that the principal offenders were employees on the South side of the Reflecting Pool, ORR personnel should be warned.

Division chiefs to pass on to their units.

Clipping Documents

25X1A9a [REDACTED] stated that intelligence documents are public property and an analyst is not privileged to clip or mutilate them in any way. Mr. Guthe also referred to the common practice of clipping maps on loan. Clipping documents is often a security violation because the over-all classification is not indicated on each article.

Division chiefs to warn analysts.

DOCUMENT NO. 11
NO CHANGE IN CLASS. ☐
DECLASSIFIED
CLASS. CHANGED TO: TS S
NEXT REVIEW DATE: 11/10
DATE 11/10 REVIEWER: 372044

Sanitized - Approved For Release: CIA-RDP79-01096A000100070011-6

~~SECRET~~

Holiday

December 26th has been designated an official holiday by the President. ORR will, therefore, treat both 25 and 26 December as Sundays with no coverage expected. Ruling on Saturday, 27 December, will be given later.

Division chiefs to inform personnel. Administrative Assistants to submit Availability of Key Personnel lists, covering 25-28 Dec, to OAD/RR by 1000 hours, 24 Dec.

Evaluations for State Department

25X1A9a [redacted] reported that an appeal has been received from State Department for more help in evaluating Foreign Service Reports. 25X1A9a [redacted] stated that we cannot promise to provide any substantially larger number of evaluations than at present, but will do the best we can. 25X1A9a [redacted] stated St/C would try to work out a plan for selecting certain reports for evaluation.

Division chiefs to remind analysts of State's need for evaluations of Foreign Service Reports. 25X1A9a [redacted] to inform State.

Strategic Air Command, Tokyo

25X1A9a [redacted] stated that [redacted] will be going to Strategic Air Command, Tokyo, shortly and will be available for briefing by ORR analysts before departure.

25X1A9a

25X1A9a [redacted] to arrange for briefing of [redacted] by interested ORR analysts.

Bh

[redacted] 25X1A9a

~~CONFIDENTIAL~~